

SHARI LYNN HIMES

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OBJECTIVE	To obtain a management or supervisor position with the Media, Event Planning or Arts Education.	
CAMPAIGN SKILLS SUMMARY	2008 INDIANA OBAMA PRIAMRY - Marion County, Indpls. Cntr Township Captain - North East Quad. Stipened volunteer; managed Delaware St. canvass office for Center Township. Staffed office with volunteers and served as a source of information for neighborhood. Organized voter registration drives, canvassed and phone banked as necessary.	
WORK EXPERIENCE:	PUBLIC RELATIONS FREELANCE PUBLICIST <i>Carol Ross; Photographer & Author</i>	March 2007 - present
	Designed, executed, and managed media campaign for New York based author and photographer Carol Ross and her debut book POP: A Celebration of Black Fatherhood (Stewart, Tabori & Chang; Publisher). <ul style="list-style-type: none">• Media contact for artist.• Responsible for drafting media releases and email blast.• Negotiated media appearances, photography exhibits, and book signings.	
COMMERCIAL PRODUCTION	FREELANCE COMMERCIAL PRODUCER <i>National and Regional Spots</i>	2005 - present
	Supervised all phases of preproduction and production of commercials for the advertising agencies of <i>Bandy Carroll Hellige, Canpwell-Ewald, and The Stevens & Schreifer Group</i> . Contracts include but are not limited to: "The Definition" 2007-2008 Citizens Gas Campaign (currently airing) "Ain't We Got Love" Chevy Superbowl Spot "Lucky You" 2006-2007 Citizens Gas Campaign "Powerball" and "Jetsons" Indiana Hoosier Lottery campaign Responsibilities include but not limited to: <ul style="list-style-type: none">• Recruiting and securing production crew.• Recruiting interns.• Location scouting and management.• Scripting, casting, and wardrobe.• Managing crew payroll, accounts payable, and receivable.• Coordinating travel and housing of talent.• Coordinating travel and housing of equipment, film stock.	
FILM & TELEVISION PRODUCTION	FREELANCE PRODUCER <i>A Second Breath Ministry Television Series</i>	2007-present
	<ul style="list-style-type: none">• Supervising all phases of production including preproduction, post, and title sequencing of a twelve part thirty minute television series.• Recruiting production crew.• Managing crew payroll, accounts payable & receivable.	
	2ND ASSISTANT ACCOUNTANT <i>"Dexter" Showtime Television Series</i>	Spring -2006
	<ul style="list-style-type: none">• Maintained Payroll and AP files for accuracy and completeness,• Managed and matched paperwork/backup with associated AP.• Gathered appropriate start paperwork, contracts & timecards, etc. for processing.• Organized Payroll and AP files for storage; performed petty cash audits.• Impromptu projects as assigned.	

FREELANCE PRODUCTION COORDINATOR

Studio and Independent Motion Picture & Episodic Television Production

1990– 2005

- Supervised production staff and day to day administrative operations.
- Daily liaison to Production Studio Executives, Producer, Production Manager, and Agents.
- General office management; set up and manage fast paced production office.
- Created and maintained call sheets and production reports.
- Assisted with new hire paperwork and payroll.
- Supported studio executives, production management, and crew as instructed.
- Assisted with coordination of crew vehicles, purchasing of film or video stock, and production gear.
- Assisted Producer and Production Mgr. with recruitment and hiring of production crew and office staff.
- Daily communication with all studio executives, talent agents, and managers .
- Impromptu projects as assigned.

Screen credits (as a coordinator) include but not limited to:

PRISON BREAK - Twentieth Century Fox Television (Season 1)

LET'S GO TO PRISON – Universal Pictures (Feature Film)

PRISON BREAK – Twentieth Century Fox Television (Pilot)

ROLL BOUNCE – Twentieth Century Fox (Feature Film)

E R - NBC Television (Chicago Inserts)

GOING ALL THE WAY – Lake Shore Entertainment (Feature Film)

THE ASSOCIATE – Interscope Communications (Feature Film)

BLANKMAN – Columbia Pictures (Feature Film)

ANGEL STREET - Warner Bros. Television Series (Season 1)

MALCOLM X – Warner Bros. (Feature Film)

THE BABE – Universal Pictures (Feature Film)

BREWSTER PLACE – Harpo Productions Television (Season 1)

STAGE COORDINATOR

2004

"Roll Bounce" Twentieth Century Fox Feature Film

- Liaison to Production Manager.
- Managed day to day operations of shooting stage location.
- Interfaced with safety officials to insure shooting stage met OSHA safety codes.
- Impromptu assignments as assigned.

WRITER, PRODUCER, DIRECTOR

2000

*"A Song for Jade" * 7 Time award winning short dramatic narrative.*

- Formed and managed a limited partnership; raised funds to produce an independent motion picture.
- Managed all day to day administrative operations during all phases of production including preproduction, physical production, and post production.
- Performed script breakdown and constructed shooting budget and scheduling.
- Supervised and obtained legal clearances for all on screen artwork.
- Supervised and obtained soundtrack music exhibition licenses.
- Recruitment of volunteer preproduction, production, and post production crew, vendors.
- Managed production budget, accounts payable and accounts receivable
- Designed and managed fundraising campaign.
- Designed and managed all press materials for film publicity campaign.
- Coordinated film screening and press events.

FILM & TELEVISION PRODUCTION	PRODUCER'S ASSISTANT	1998
	<i>"Light It Up" Twentieth Century Fox Feature Film</i>	
	<ul style="list-style-type: none"> • Assistant to Exec. Producer and Vice President, Feature Film Production for 20th Century Fox. • Clearance liaison; obtained legal clearances for all on camera artwork and product placements. • Coordinated wrap party and other high end activities as instructed. • Impromptu projects as assigned. 	
	CASTING ASSISTANT	1995
	<i>"The Preacher's Wife" Touchstone Pictures Feature Film</i>	
	<ul style="list-style-type: none"> • Assistant to Casting Director. • Scheduled casting sessions; handled day to day administrative task as instructed. 	
	PRODUCTION MANAGER	1994
	<i>"Reasons" Independent Feature Film</i>	
	<ul style="list-style-type: none"> • Supervised all phases of preproduction and production of an independent feature length film. • Constructed and managed budget and shooting schedule. • Recruitment and hiring of production crew and vendors. 	
	PRODUCTION MANAGER	1993
	<i>"Scenes for the Soul" Independent Feature Film</i>	
	<ul style="list-style-type: none"> • Supervised all phases of preproduction and production of an independent feature length film. • Constructed and managed budget and shooting schedule. • Recruitment and hiring of production crew and vendors. 	
RELATED EXPERIENCE	2005	SCREEN ACTORS GUILD (Los Angeles Headquarters) Temporary six month assignment as an Administrative Assistant in the department of Background Players services. Responsible for tracking the guild eligibility of background players working in the motion picture and television industry.
	2002	THE SCREENING ROOM SHORT FILM SERIES Created and managed summer short film screening series. Scouted and selected films, created press releases, secured screening venue, entertainment, and sponsors. Communicated with independent filmmakers, and arranged for filmmaker involvement in film screenings.
	1987 - 1990	CHICAGO ASSOCIATION OF BLACK FILMMAKERS Founder and former president of a non-profit organization whose purpose was to increase the employment of Chicago's African American craftspeople within the mainstream commercial and motion picture production community. Coordinated speaking series featuring Hollywood established filmmakers, organized film screenings of studio and independent motion pictures, and served as a crew referral service to the Illinois Film Office as well as local and national producers seeking minority crew members for Chicago based projects.
HONORS <i>* Notes short film honors.</i>	Finalist: 2005-06 Creative Renewal Arts Fellow	
	Finalist: American Film and Video Association Blue Ribbon Award	
	*Semi-Finalist: Black Hollywood Education and Resource Center Script Competition	
	*Semi-Finalist: Tampa Independent Film Festival	
	*Semi-Finalist: Twentieth Century Fox Search Lab/Urban American Filmmakers Workshop	
	*Three Time Finalist: Chicago Community Cinema voted <i>Best Actress, Best Director, Best Short</i>	
	*Two Time Finalist: Black Filmmakers Hall of Fame Film Festival voted 1st Place Short, 2nd Place Overall	
	*Finalist: Indiana Film Society voted <i>Best Emerging Filmmaker</i>	
SOFTWARE	Microsoft Word & Excel	
	Storyboard Quick	
	Quicken Accounting	

SOFTWARE	<p>Adobe Acrobat Professional</p> <p>Final Draft Script Formatting</p> <p>Gorilla Budgeting & Scheduling</p> <p>Movie Magic Budgeting & Scheduling</p> <p>Entertainment Partner Virtual Production Office (VPO)</p> <p>Entertainment Partner VISTA Accounting system</p> <p>AICP Bid</p>
INTEREST	<p>Writing, Theater, Film, Politics, Reading, Physical Fitness, Photography, Entertainment Law.</p>
MEMBERSHIPS	<p>Independent Feature Film Project (IFP)</p> <p>Illinois Theater Association</p> <p>National Association for the Advancement of Colored People (NAACP)</p>
COMMUNITY	<p>Volunteer, Ohio '08 Obama Primary Campaign; Volunteer Cheerleading Coach; IPS Shortridge Middle School.</p>
EDUCATION	<ul style="list-style-type: none"> • Certificate seeking; Indiana University Purdue University (IUPUI), Continuing Education Paralegal Studies Program. • Bachelor of Liberal Arts; Indiana University. • Non-matriculating student; Hunter College, New York, NY.
REFERENCES	<p>Available upon request.</p>